



Cincinnati Police Department

STAFF NOTES

August 30, 2005

Colonel Thomas H. Streicher, Jr., Police Chief

I N S I D E

Information Technology Management Unit

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Supply Unit

- [2005 Annual Inspection of Uniforms and Related Equipment](#)

Finance Management Section

- [Finance Management Section](#)

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- [Revision to Procedure 17.110, Requisition and Inventory Control: Equipment, Supplies and Service, and Form CDOP103, CDOP/Critical Incident Equipment Inventory](#)

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1. ACCESS TO RCIC AND MDT/MDC TERMINALS

Due to LEADS' increased security policy, Department personnel are reminded that any person not employed by the Department (janitorial staff, contractors, etc.) must be escorted by authorized personnel when in the area of an RCIC or MDT/MDC terminal. Violations could result in the Department losing LEADS and NCIC access rights.

2. 2005 ANNUAL INSPECTION OF UNIFORMS AND RELATED EQUIPMENT

The 2005 annual inspection of uniforms and related equipment will be held at the following times and locations:

District One	Monday	October 3rd	0600-0900 hours
District Two	Tuesday	October 4th	0600-0900 hours
District Three	Wednesday	October 5th	0600-0900 hours
District Four	Thursday	October 6th	0600-0900 hours
District Five	Friday	October 7th	0600-0900 hours

District One	Monday	October 10th	2030-2330 hours
District Two	Tuesday	October 11th	2030-2330 hours
District Three	Wednesday	October 12th	2030-2330 hours
District Four	Thursday	October 13th	2030-2330 hours
District Five	Friday	October 14th	2030-2330 hours

MAKEUP DATE

District One	Monday, October 17th	0800-1100 hours
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All sworn personnel must respond, in person, on one of the scheduled dates. In addition, all civilian police employees who have an assigned cell phone, pager or police radio must respond to have that equipment checked by a representative from Police Communications Section.

All officers must bring the following equipment to the annual inspection:

1. Gun belt, issued weapons and gun belt accessories (including individual chemical mace).
2. Clean body armor and body armor covers in need of replacement. Officers wearing body armor must remove it prior to entering the inspection line.
3. CDOP bag, helmet, face shield and reflective vest.
4. Summer and winter uniform caps.
5. Clean uniform parts in need of replacement, i.e., Ike jackets, pants, blouses, Gortex jackets, windbreakers and raincoats.
6. Any city owned cell phones, pagers and assigned police radios (including both batteries and shoulder microphone).

Officers will be inspected for personal grooming. Those responding with soiled clothing **will not** be inspected and will be required to attend a different scheduled inspection date after the items have been properly cleaned.

Unit supervisors are responsible for inspection of officer's leather goods. Unit supervisors will submit a Form 630 for any item in need of replacement.

Free blood pressure screenings will be offered to **ALL** sworn and non-sworn personnel.

3. FINANCE MANAGEMENT SECTION

Fiscal & Budget Section has been renamed Finance Management Section. The Department organizational chart and narrative will reflect this change at the next revision.

4. REVISION TO FORM 18 FIELD MANUAL

The Form 18 Field Manual has been revised. Section 2.e. of the "Attachments" section has been revised to require only the pages containing the specific Taser deployment currently being investigated and the most recent activation (deployment or spark activation test) immediately preceding it. Pages containing previous Taser deployments and spark activation tests occurring prior to the ones addressed above are not required and should not be included with the Use of Force packet.

This revision is effective immediately. Personnel should review the manual in its entirety. The revised manual is available on the Intranet under "Manuals".

5. REVISION TO PROCEDURE 17.110, REQUISITION AND INVENTORY CONTROL: EQUIPMENT, SUPPLIES AND SERVICE, AND FORM CDOP103, CDOP/CRITICAL INCIDENT EQUIPMENT INVENTORY

Procedure 17.110, Requisition and Inventory Control: Equipment, Supplies and Service, has been revised. The section on the Office and Technical Equipment Account has been deleted. Also, sections on the Master Inventory and Weapons Inventory have been added.

Other minor changes have been made. This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

Corresponding to this procedure, Form CDOP103, CDOP/Critical Incident Equipment Inventory, has been revised. There are spaces added for the serial numbers on shotguns, pepperball launchers and beanbag shotguns.

This revision is effective immediately. To access the Form CDOP103, open the Word application. Select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form CDOP103.

6. THANK YOU LETTERS

[Attached](#) to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Sergeant Lisa Crisafi	Sergeant Tom Tanner
Police Specialist Todd Bruner	Police Specialist James Adams
Police Specialist Mike Phillips	Police Officer Tim Bley
Police Officer Kathy Gober	Police Officer Tina Ziegler
Senior Criminalist Clarence Caesar	Ms. Vanessa McMillan-Moore

COMMENDATIONS FOR THE WEEK OF 08/30/05-09/05/05

**LIEUTENANT KIMBERLY FREY
SERGEANT JEFFREY HUNT
SERGEANT MICHAEL HUDEPOHL
SERGEANT ROBERT LISTON
POLICE SPECIALIST WILLIAM O'BRIEN
POLICE SPECIALIST DOUGLAS HUGHES
POLICE SPECIALIST KATHLEEN HARRELL
POLICE SPECIALIST BRIAN TROTTA
POLICE SPECIALIST RICHARD GROSS
POLICE SPECIALIST ERIC VOGELPOHL
POLICE OFFICER ELLIOTT GREEN
POLICE OFFICER JENNIFER ERNST
POLICE OFFICER RONNIE HUGLEY
POLICE OFFICER MICHAEL MEDLEY
POLICE OFFICER JEFFRY RAY
CRIMINAL INVESTIGATION SECTION**

On May 9, 2004, the Homicide Unit was dispatched to 3388 McHenry Avenue to investigate a male who was shot several times. The victim had been reported missing by his mother a few weeks prior to the discovery of his body. Information led investigators to a suspect known to the victim and his family.

Several months into the investigation, it was apparent the suspect was a well-known drug dealer in the South Cumminsville area. Although numerous individuals had information that the suspect was involved in the homicide, they were reluctant to come forward for fear of retaliation.

The investigation revealed the suspect and his associates were involved in several other homicides over the past few years. After additional intelligence was gathered, a plan was implemented to target this individual by using a wiretap operation. Assistance was provided by the Federal Bureau of Investigation (FBI). Twenty-four hour surveillance was set up on the target's three known residences through the cooperative effort between the Homicide Unit and the FBI, with the assistance of members of the Major Offenders Unit and the Intelligence Unit.

Based on information from the wiretap, and arrests of individuals buying drugs from the target, a federal grand jury indicted eight individuals, including the target, for federal felony drug trafficking.

On May 11, 2005, the eight arrest warrants and three federal search warrants were executed in a joint operation by the Criminal Investigation Section and the FBI. The target originally identified as the homicide suspect is now facing a life sentence in a federal prison.

The officers involved in this investigation are deserving of this commendation for their dedication to duty, investigative skills, and initiative in compiling and reporting criminal intelligence information. Their effort resulted in the removal of dangerous individuals from our streets.

**POLICE OFFICER TIMOTHY BLEY
POLICE OFFICER KATHLEEN GOBER**

On April 12, 2005, Police Officer Kathleen Gober and Police Officer Timothy Bley were working in the Westend Community. Officer Gober and Officer Bley observed an armed robbery in progress at the Gold Star Chili located at 2020 Dalton Avenue. Officer Bley immediately broadcast this information to the dispatcher and assessed the situation as three suspects fled on foot onto Bank Street.

Officer Gober was able to position her vehicle to provide cover for her partner and broadcast detailed descriptions and direction of travel of the suspects. Two citizens attempted to intervene in the dangerous situation and Officer Gober was able to direct them to safety.

During the foot pursuit, one of the suspects pointed a firearm at Officer Bley. Officer Bley discharged his firearm striking the suspect, who continued to flee a short distance to Garden Street where he tried to conceal himself behind a vehicle. The suspect ultimately surrendered and was taken into custody. A loaded firearm and the money taken from the robbery were recovered near the suspect.

Due to the communications skills of the officers a second suspect was apprehended within the hour. A third suspect, a juvenile, was apprehended within days as a result of information gained from the two suspects arrested that day.

Officers Gober and Bley are deserving of this commendation for their professionalism and dedication to duty during the arrests of the aggravated robbery suspects. Their actions protected citizens from grave danger and resulted in the removal of three armed and dangerous criminals from the streets of Cincinnati.

17.110 REQUISITION AND INVENTORY CONTROL: EQUIPMENT, SUPPLIES, AND SERVICE

Procedure:

A. Form 10, Monthly Supply Requisition

1. Use Form 10 to order in-stock supplies.
 - a. Enter the amount needed in the "Quantity" column.
 - b. The person completing the inventory and the unit commander will initial the Form 10 on the "Requesting Unit" line behind the unit's name.
 - c. Send the Form 10 to the Supply Unit by the 25th day of each month.
 - d. Supply Unit personnel will deliver filled monthly requisition orders to the individual districts, sections, and units.

B. Form 630, Equipment/Supply/Service Order Form

1. Include the following information when completing a Form 630:
 - a. Name, badge, unit, organization code, and phone number.
 - b. Quantity of item.
 - c. Model, catalog, or item number.
 - d. Description of item.
 - e. Vendor name (if in question whether it is a contract item, please contact Supply Unit).
 - f. Price of item.
 - g. Vendor address with phone number, if not a contract item.
 - h. Shipping charges; if no shipping charges, please state this on Form 630.
2. District, section, and unit commanders will review, approve, and initial all Form 630s. Submit approved Form 630s through the Division Commander to the Evidence/Property Management Section. The Finance Management Section will begin one of the following:
 - a. Stock Items: Determine if the requisition is for a stock item(s) in supply at 800 Evans and/or City Stores.
 - 1) The district, section, or unit will pick up requisition orders at the Supply Unit.

- b. Local Contracts for Equipment/Supplies: Process requisitions for equipment and supplies that are not stock items but can be purchased from local suppliers who have a blanket contract with the City's Purchasing Department.
 - 1) Blanket contracts are arranged by the Purchasing Department and are subject to change without notice. Contact the Finance Management Section to determine if the local company is still contracted to do business with the City before preparing a Form 630.
 - 2) Respond to the Supply Unit for a Term Purchase Release.
 - c. Services: The Finance Management Section will process a requisition for services provided by Department personnel and/or other City Departments (moving office equipment, electrical wiring, plumbing, etc.) that is less than \$100.00.
 - d. \$100.00 Limit: Route directly to the Patrol/Resource Division Commander requisitions for services and/or supplies listed in Sections B.1.b. and B.1.c. that require spending more than \$100.00.
- 3. Equipment/Supplies and Services not provided by the Police Department or other City Departments: Requisitions for equipment/supplies and services not provided by the Police Department or other City Departments, except Information Technology Management Unit (ITMU), will be routed to the Finance Management Section.
 - a. The Finance Management Section will review the requisition and authorize the spending of funds or refer the request to the Department's Resource Allocation Committee for approval or disapproval. Members of this committee are bureau commanders.
- 4. Submit a Form 630 for unforeseen emergency needs.
 - a. A Form 17 fully describing and justifying the unforeseen emergency must accompany the Form 630.
- 5. Order items or services paid for with grant funds on a Form 630.
- 6. Supply Unit will accept delivery of items, apply inventory numbers, and update inventory records before delivery to requesting units.
 - a. The Finance Management Section will determine which items should be delivered directly to the requesting unit because installation is required or the item is too heavy for police transportation and will provide the necessary delivery instructions.

C. Inventory - Office and Technical Equipment

1. The Supply Unit Commander will maintain an inventory record of all Police Department office and technical equipment of substantial value or readily susceptible to loss or theft. (ITMU will maintain the inventory within their unit.)
 - a. The Supply Unit Commander will determine which articles to record on the inventory, following Supply Unit SOP.
 - b. Articles will be identified by a four or five digit tag attached to each item.
2. Supply Unit will provide each district, section, and unit commander with an inventory of equipment assigned to their unit.
3. The OIC of each district, section, or unit will be responsible for all office and technical equipment under his control. He will:
 - a. Conduct an inventory and inspection of equipment by January 15 of each year. Submit results to the Supply Unit within 30 days.
 - b. Conduct an inventory and inspection of equipment within 30 days upon change of district, section, or unit commander. Submit results to the Supply Unit.
4. The OIC of each district, section, and unit will submit a Form 630 through channels requesting the transfer of equipment between districts, sections, and units.
 - a. A representative of the Supply Unit will sign the completed Form 630.
 - 1) A district, section, or unit representative will sign the Form 630 showing receipt of the equipment transferred.
 - b. When necessary Supply Unit will help with the transfer by providing personnel and equipment for the move. The Supply Unit records once the transfer is completed.
5. The unit OIC will, via a Form 630, request Supply Unit to pick up and return to stock any large equipment no longer needed in that unit.
 - a. Units will transport, along with a Form 630, small pieces of equipment to the Supply Unit.
 - b. A representative of the Supply Unit will sign the Form 630s as having received such equipment.
6. Return broken, worn-out equipment, etc., to the Supply Unit for disposal according to City Purchasing rules. Such items, even though only scrap, are sold and money returned to the City Treasurer.

- a. Document the return of these items on a Form 630. A representative of the Supply Unit will sign the Form 630 as a receipt for the equipment.
 - 7. Unit commanders will be alert for equipment without identifying tags or tags which have been defaced or removed. Bring such conditions to the attention of the Supply Unit so the condition can be corrected.
 - 8. To ensure unit inventory books are current, complete, and correct, Inspections Section will conduct periodic random audits of unit inventory books.
- D. Inventory - Consumer Supplies
- 1. District, section, and unit commanders will keep consumable supplies (paper, pencils, film, paper clips, flares, etc.) under the control of designated personnel. Maintain a perpetual inventory to prevent the need for a total monthly recount.
 - a. Access to such supplies should be available whenever a unit is open for business, yet still under the control of designated personnel.
 - 2. District, section, and unit commanders will develop a Standard Operating Procedure (SOP) to meet individual unit needs and help personnel obtain supplies from unit stock. The SOP should:
 - a. State the location of various supplies.
 - b. Identify personnel authorized to dispense supplies.
 - c. Establish a simple method for keeping a perpetual inventory.
- E. Master Inventory
- 1. The Master Inventory spreadsheets are located on the Department computers. They contain all the shotguns, laptops, pagers, cell phones, pepperball guns, Tasers, beanbag shotguns, and radios that are currently in use by the Department. Each district/section/unit is responsible to review all equipment that is identified as being in their possession. Inventories of all equipment will be conducted bi-weekly to coincide with the scheduled vehicle inspections.
 - a. A Form 17 will be prepared and emailed to Inspections Section addressing whether the inventories are accurate or listing any discrepancies or changes.

F. Weapons Inventory

1. At intervals designated by the Police Chief, each district/section/unit will conduct an inspection and inventory of all weapons including shotguns, bean bag shotguns, pepper ball guns, and Tasers.
 - a. Districts/sections/units will account for all assigned items.
 - b. All changes in the inventory list for the above items will be forwarded to Supply Unit.
 - 1) Supply Unit will update and maintain the weapons inventory database kept at Supply.
 - c. Whenever a weapon is permanently taken out of service by the Firearms Training Unit or Tactical Planning Section, a Form 630 will be completed by Firearms Training Unit or Tactical Planning Section and forwarded to Supply Unit for updating of the weapons inventory database.
 - d. The Target Range and/or Tactical Planning Section will forward to the Supply Unit all information regarding newly purchased weapons received at those units. When a new weapon is placed in service, the unit of assignment information will be forwarded by the Target Range or Tactical Planning Section to the Supply Unit. Supply Unit will update the weapons inventory database.
 - e. The Target Range and/or Tactical Planning Section will forward to the Supply Unit on a Form 630 all information regarding weapons that are transferred to another unit. Supply Unit will update the weapons inventory database.

G. Information Technology Management Unit (ITMU)

1. Information systems will be requested and purchased in accordance with Procedure 14.200, Information Systems.
2. The ITMU Commander will maintain an inventory record of all Police Department information technology.

City of Cincinnati



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Chris Monzel
Member of Council
City of Cincinnati

COMMITTEES

Member
Law and Public Safety

Finance

Health, Tourism, Small Business and
Employment Committee

August 12, 2005

Police Chief Thomas Streicher
c/o Police Department District One
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Streicher:

I just wanted to offer my congratulation to you and the seven members of the Police Department who were recently honored by The Rotary Club

It is always good news to hear about organizations paying such tribute to our Cincinnati Police Department.

Sincerely,

Councilman Chris Monzel

P.O. Timothy Bley
P.O. Kathleen Gober
P.S. James Adams
Senior Criminalist Clarence Caesar
P.S. Michael Phillips
P.O. Tina Ziegler
Ms. Vanessa McMillan-Moore

Equal Opportunity Employer

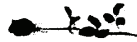
1714 Portman Ave., #4
Cincinnati, Ohio 45237
(513) 242-7118

July 27, 2005

Col. Thomas H. Streicher, Chief
Cincinnati Police Dept.
310 Ezzard Charles Dr.
Cincinnati, Ohio 45214

Dear Col. Thomas H. Streicher,

Letter of Recommendation



I am a July, 2005, graduate of the *Personal Safety Training Program for Women* sponsored by the Cincinnati Police Academy. This program is conducive to preventing/reducing injuries associated with crime. **Sergeant Lisa Crisafi, Police Specialist Todd Bruner, and Sergeant Tom Tanner** (our trainers) delivered distinguished services: namely, providing a valuable educational service--self-help--to the public; enhancing positive community relations; utilizing a reinforcing team-teaching strategy; exhibiting excellence in knowledge, skill, and presentation; and, in developing a cheerful and motivational learning environment.

Moreover, **Police Specialist Todd Bruner's** performance as the lead teacher during my training session was exceptional, as he enthusiastically delivered a wealth of information.

Finally, I/we are grateful to these officers—and, to Channel 12 for advertising the program. Dedicated to protecting us, they (officers) are an evident asset to both the police force and our city. Because of their effectiveness, I/we no longer feel helpless but empowered...

It behooves us, therefore, to strongly recommend **Sergeant Crisafi, Police Specialist Bruner, and Sergeant Tanner** for special recognition from their superiors.

Sincerely yours,

Linda M. Foster,
MEd., LSW

cc: **Lisa Crisafi, Sergeant
Todd Bruner, Police Specialist,
Tom Tanner, Sergeant**

Village of Evendale
Police Department
Chief Gary R. Foust



10500 Reading Rd. Evendale, Ohio 45241 phone (513)563-2249 fax(513)563-8139
www.evendaleohio.org

August 18, 2005

Chief Thomas Streicher
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher:

I would like to take this opportunity to thank you and the Cincinnati Police Department's five motorcycle escorts for their assistance during the funeral of Lance Corporal Christopher Dyer.

Their knowledge and professionalism were a tremendous asset to us during the transportation of the body, and their ability to control the flow of traffic was especially helpful and necessary given the magnitude of this event.

During these trying and difficult times, it is extremely important to have resources such as yours that we are able to call upon and depend upon for collaboration. The Evendale Police Department, as well as the Dyer family, appreciate all that you and your department were able to do.

Once again, thanks for a job well done!

Sincerely,

A handwritten signature in black ink that reads "Chief Gary Foust". The signature is written in a cursive, flowing style.

Chief Gary Foust
Evendale Police Department



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